



CITY OF RYE

EMPLOYMENT APPLICATION

CITY OF RYE
CITY HALL • RYE, NEW YORK 10580
TELEPHONE (914) 967-5400

PLEASE ANSWER ALL QUESTIONS. IF A QUESTION DOES NOT APPLY WRITE IN N/A. IF YOU REQUIRE MORE SPACE TO ANSWER ANY QUESTIONS, ATTACH A SEPARATE SHEET.

PERSONAL DATA

Last Name _____ First Name _____ Middle _____

Address _____ Telephone _____

City _____ State _____ Zip Code _____

Social Security Number _____

How were you referred to the City of Rye?

_____ Agency _____ School _____ Advertisement _____ Direct Contact _____ Other

Name of referral source _____

Have you ever been convicted of a crime? (exclude traffic violations) Yes _____ No _____

If so, please indicate when, where and disposition of offense:

(Conviction of a crime is not an automatic bar to employment - - each case is considered on individual merits)

Are you a citizen of the United States? Yes _____ No _____

If not, do you have a legal right to remain in the United States? Yes _____ No _____

Do you have papers permitting you to work in the United States? Yes _____ No _____

What type of a position are you applying for? _____

If offered a position, when can you start? _____

What are your salary requirements? _____

Are you currently on any Civil Service Lists? Yes _____ No _____

If so, for what positions? _____

EDUCATION

Circle highest grade completed: 6 7 8 9 10 11 12 GED College: 1 2 3 4 5

Dates Attended	Institution	Course of Study	Degree	Degree Attained (Y/N)
	High School			
	College			
	Address			
	Graduate School			
	Address			

Please indicate additional training, workshops, or certificate programs related to the position for which you are applying:

Name of Institution _____
Address _____
Dates Attended _____
Type of degree/program _____
Did you receive a degree/certificate? Yes____ No____

Name of Institution _____
Address _____
Dates Attended _____
Type of degree/program _____
Did you receive a degree/certificate? Yes____ No____

EMPLOYMENT HISTORY

List below all periods of employment, during the past five years.

If unemployed during this period, write "unemployed" in the space headed "Firm Name", followed by the reason for such unemployment.

<u>FROM</u>	<u>TO</u>			
<u>Mo. / Yr.</u>	<u>Mo. / Yr.</u>	<u>Firm Name</u>	<u>Address</u>	<u>City & State</u>

Description of Experience -- Describe in detail all employment pertinent to the position sought:

1. Company _____ Employed from _____ to _____
Address _____
City _____ State _____
Nature of Business _____
Name & Title of Supervisor _____
Telephone (____) _____ Your title _____
Starting salary _____ Current or last salary _____
Duties Performed _____

2. Company _____ Employed from _____ to _____
Address _____
City _____ State _____
Nature of Business _____
Name & Title of Supervisor _____
Telephone (____) _____ Your title _____
Starting salary _____ Current or last salary _____
Duties Performed _____

MILITARY RECORD

Have you served in the United States Armed Forces? Yes _____ No _____

Which service _____ Date Entered _____

Date and type of Discharge _____

Rank _____ Serial Number _____

REFERENCES

Professional and Personal (not relatives or previous employers)

	<u>Name</u>	<u>Address</u>	<u>Business</u>	<u>Years Known</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

May we contact your present employer as a reference? Yes _____ No _____

GENERAL INFORMATION

Please discuss here any additional information which might qualify you for the position sought.

Note: Federal and New York State Law prohibit discrimination because of race, color, creed, national origin, age, sex or disability. Under New York Civil Service Law appointments to competitive class positions not made from an appropriate eligible list, and appointments to positions in the noncompetitive class, are subject to successful completion of an appropriate examination.

Date

Signature